



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
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Ser 1644
960262/40K

OCT 3 1996

From: Commander, Naval Facilities Engineering Command

Subj: HAZARD ABATEMENT ACCOUNT FY97 PROGRAM MANAGEMENT

Ref: (a) FY 98-03 Defense Planning Guidance
(b) DODINST 6055.1, DoD Occupational Safety and Health Program
(c) NAVFACINST 5100.14A, NAVOSH DAPMIS ASHORE, dtd 16 DEC 1985

Encl: (1) HA Program Project Execution Guidance
(2) HA Program Management Requirements
(3) FY97 HA Consolidation Pilot Test Guidance
(4) HA FY 97 Funding Matrix

1. The Hazard Abatement (HA) Program continues to receive high level DoD and ASN interest. Specific planning guidance was issued by SECDEF, reference (a), emphasizing the following:

- Prevention approaches to meet new legal requirements, ensure adherence with existing requirements, and return to adherence with legal requirements when violations are identified.
- Prioritization of hazard abatement projects based on the abatement priority number explained in reference (b). Compliance with Federal, state, or local regulations, as required.

2. Reference (c) is hereby canceled. Pertinent requirements will be included in the next revision of OPNAVINST 5100.23.

3. Experience gained over the past years along with recommendations from ASN, OSD, N-4, and N-45 and major claimant customers (reference (d)) lead to the directions contained in enclosure (1).

4. With minor modifications enclosure (2) is reissued.

5. To accelerate abatement of employee hazards and to increase customer satisfaction, a pilot test will be conducted in FY97 to streamline and consolidate delivery of HA services. Details are provided at enclosure (3). Enclosure (4) is the breakout of HA projects by hazard category and by major claimant.

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6. My headquarters contacts are: Craig Schilder, Program Manager, (FAC-40K) at (703) 325-0435; Debbie Rayworth, Resource Manager, (FAC-43DR) at (703) 325-0335; and John Bodi, HA Project Manager, (FAC-40K2) at (757) 444-5193.



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FY 97/98 HAZARD ABATEMENT PROJECT EXECUTION GUIDANCE

- A. Ensure that all the projects proposed for execution in FY97 meet the following criteria:
- 1) Abate the highest risk hazards not just the oldest projects. Assess relative risk by using the Abatement Priority Number (APN)
 - 2) Correct a real hazard to people. There is evidence that the condition is hazardous, e.g., air samples, violation of an OSHA standard, a violation report from an agency independent of the activity. The project is for protection of people vice property.
 - 3) The facility where the project is to be executed will continue in operation for the foreseeable future. Where doubt exists, obtain a letter of certification from the activity commanding officer.
 - 4) The proposed fix will actually correct the hazard. For high cost projects (e.g., >\$500K) obtain an outside second opinion. The Naval Facilities Engineering Service Center is available for such services especially concerning ventilation systems, asbestos, indoor air quality.
 - 5) The proposed construction agent is actually capable of executing the project.
 - 6) The requirements of OPNAVINST 11010.20F, Facilities Projects Manual, are met.
(Note: activity COs have project approval and funding authority for at least \$1M, depending on type of funding)
- B. Use innovative ways to expedite the design/build cycle, e.g., use Public Works Centers or station forces where appropriate; use performance specifications for contractors; use existing indefinite quantity contracts.
- C. Minimize the number of people in the process, i.e. streamline the process.
- D. Minimize the length of time taken within each EFD/A to obligate HA funds. Develop performance indicators to show the amount of time from beginning to end.
- E. Increase service to the customer (develop management indicators: number of customer site visits; number of new projects developed, number of projects completed)
- F. Review "old" designs to ensure they meet current standards and are not "gold plated".
- G. Be sure the technical aspects of each project are known intimately
- H. Emphasize fire safety (alarms, egress, detection), industrial ventilation (especially where NFESC has performed technical evaluations), fall protection, toxic material control, hazardous material control (but do not overlap CHRIMP), health hazards, electrical safety. De-emphasize FM transmitters to fire departments, but emphasize local alarms to evacuate the general population.
- I. BOQ, NEX, med clinics, and MWR facilities are included as the station commanding officer owns the buildings.
- J. Asbestos projects must now meet the same risk criteria as other projects, i.e., the APN must be applied to them. To develop a RAC for asbestos projects follow the instructions for the HA Project Submission Form. Floor tile removal is specifically prohibited per OSD directive. Asbestos projects must be in a friable, accessible and damaged (FAD) condition.
- K. Surveys are not to be HA project funded; however specific facility assessments may be needed as part of the project design.
- L. The activity CO has the primary responsibility to abate employee hazards and to budget accordingly in MRP, OMN, OPN, RDA, MILCON accounts. HA funding is only a supplement to assist various high hazard, high employee risk projects beyond capability of the local activity.

HAZARD ABATEMENT PROGRAM MANAGEMENT REQUIREMENTS

A. EXPERTISE: Each NAVFAC activity (PACDIV, SWDIV, EFAWest, EFANW and the Engineering Service Center) that manages the FY97 Hazard Abatement program, shall have a project manager (PM) who is thoroughly familiar with the OSHA abatement program and standards, NIOSH criteria documents, NAVOSH program requirements, and NFPA Life Safety codes. Having the needed career expertise, an industrial hygienist or safety specialist is recommended as the PM. Any other person must have adequate training and experience to be proficient. The HA PM shall have database and spreadsheet proficiency and knowledge of the DOD Budget and Execution System. An asbestos program manager who is certified as an asbestos planner, designer and inspector is required.

B. CUSTOMER SERVICE: The HA PM shall visit customers to help them develop abatement projects; monitor project progress; and keep customers informed of project status. The HA PM will maintain good customer relations with activity OSH office and their facilities office.

C. TECHNICAL: The HAPM shall perform technical and economic reviews of proposed projects. The HAPM shall keep the HA database updated with current information and assure FIS 2.0 is accurate. The PM shall thoroughly coordinate projects in-house with designers, planners, safety manager and system safety engineer. The PM will assure projects meet Navy policy for OSH abatement funding. Abatement projects with a RAC of 4 or 5 are the activity responsibility to fund and correct.

D. FINANCIAL: Program Management workyear funds shall be used for HAPM costs, data entry, project planning and monitoring. Design, contracting and construction costs shall be charged against the individual projects. HA funds not obligated from each project cannot be used for other than Hazard Abatement. Excess funds will either be used to fund other customer high priority abatement projects or returned to NAVFACHQ for redistribution to other projects. Project funds unobligated by 31 March will be redistributed by NAVFACHQ for other high hazard projects.

E. PERFORMANCE INDICATORS: Due to high visibility with OSHA, OSD, ASN and OPNAV, the HA program should be reviewed on a frequent basis. It is recommended that Hazard Abatement execution be an agenda item during each EFD/EFA/PWC quarterly OSH Policy Council meeting with minutes reflecting HA program customer issues and execution indicators.

F. PROJECT TRACKING: Although FIS 2.0 has been fielded it does not yet provide for project planning and budgeting. A revised HA database will be fielded in FY97 to replace the old FACSO DAP/MIS system. The new database is based on Microsoft Access and will be easier to use. Until this database is fielded, use Microsoft Access with the database structure which has already been provided to each EFD/EFA to enter new projects and update existing projects.

G. ASBESTOS ABATEMENT: Use Public Works Center and their costs are less than private contractors. Use activity forces if trained and available. SEABEES are not available to abate asbestos.

FY 97 HAZARD ABATEMENT CONSOLIDATION TEST GUIDANCE

1. To accelerate abatement of Navy employee hazards, a consolidation test will be conducted during FY97. For FY97, only PACDIV, SWDIV(including EFAWest and EFANW) and the Engineering Service Center will have the HA program management responsibilities. At the end of FY 97, a customer survey will be conducted to determine effectiveness and direction for FY98.
2. The NAVFAC Engineering Service Center focus will be adjusted to provide an HA Center of Expertise for East Coast activities. This expertise will also be available to assist PACDIV and SWDIV as appropriate. ESC will also adjust resources to support project execution and financial management for East Coast activities.
3. East Coast HA project funds and HA responsibilities will be consolidated at ESC, with database and on-site support outsourced. PACDIV and SWESTDIV (including EFAWEST and EFANW) will continue to service HA customers in same manner as FY96. ESC will be transferred one HA Industrial Hygienist from EFACHES to support the ESC NAVOSH mission on the East Coast.
4. East Coast customer project funds will be centrally distributed from the Engineering Service Center (ESC). ESC asbestos, ventilation, indoor air quality and lead paint expertise will be shifted from engineering studies to focused East Coast customer assistance to develop scopes of work and contracts to abate the hazards.
5. SWDIV will be designated as the "Corporate HA Design Center of Expertise" for fire protection, fall protection, mechanical/structural hazards, by providing consistent, economical, expedient HA common designs. SWDIV will provide these reimbursed services for specific projects to be listed in a MOU by 1 November 1996.
6. HA customers Navy-wide will be offered execution choices, including activity forces, activity BOS/JOC, PWC or EFD/EFA design/construction services.

HAZARD ABATEMENT FY 97 PROJECT FUNDING MATRIX

Number of Projects Funded: 73
 Number of Projects Swing: 23
 Number of Projects Total: 96

SUMMARY BY HAZARD CATEGORY			
HAZARD CATEGORY	FUNDED	SWING	TOTAL
ASBESTOS	3,548,635	1,320,300	4,868,935
BREATHING AIR	40,000	0	40,000
ELECTRICAL	110,000	220,000	330,000
FALL PROTECTION	1,617,100	270,000	1,887,100
FIRE ALARMS	800,136	40,000	840,136
FIRE PROTECTION	1,324,989	914,000	2,238,989
HAZMAT STORAGE	410,000	0	410,000
HAZMAT USE	93,000	400,000	493,000
LIFE SAFETY	1,715,140	32,000	1,747,140
LIGHTING	75,000	0	75,000
NOISE	0	150,000	150,000
RADIATION	185,000	0	185,000
VENTILATION	1,198,000	77,000	1,275,000
Total	11,117,000	3,423,300	14,540,300

SUMMARY BY CLAIMANT			
CLAIMANT	FUNDED	SWING	TOTAL
BUMED	240,000	0	240,000
CINCLANTFLT	372,000	252,000	624,000
CINCPACFLT	642,380	299,000	941,380
CNET	1,314,495	499,300	1,813,795
CNO	145,000	600,000	745,000
NAVAIR	2,166,697	300,000	2,466,697
NAVEUR	378,000	0	378,000
NAVFAC	580,000	175,000	755,000
NAVRESFOR	290,960	63,000	353,960
NAVSEA	2,155,000	810,000	2,965,000
NAVSECGRU	549,125	0	549,125
NAVSUP	1,519,848	0	1,519,848
NAVTELCOM	408,495	0	408,495
ONR	130,000	330,000	460,000
SPAWAR	225,000	95,000	320,000
Total	11,117,000	3,423,300	14,540,300

Enclosure (4)